

**SUPERIOR COURT  
OF THE  
STATE OF DELAWARE**

**NRY duPONT RIDGELY  
PRESIDENT JUDGE**

**COURT HOUSE  
DOVER, DE 19901**

**ADMINISTRATIVE DIRECTIVE  
OF THE  
PRESIDENT JUDGE OF THE SUPERIOR COURT  
OF THE STATE OF DELAWARE**

**NO. 99-2**

**EDUCATIONAL ASSISTANCE**

This 2nd day of August, 1999, IT IS DIRECTED THAT EFFECTIVE July 1, 1999:

**PURPOSE**

It is the policy of the Superior Court of the State of Delaware to encourage and help employees advance themselves through formal education that is beneficial to both the employee and the Court.

**APPLICATION FOR EDUCATIONAL ASSISTANCE**

Educational assistance will be available to permanent full-time employees, if funding is available and consistent with Superior Court's budgetary allowances as determined by the President Judge.

The schooling must be work-related and not otherwise available through other state sponsored training programs.

The employee must submit a completed Educational Assistance Application to their immediate supervisor prior to course commencement. The educational assistance will be considered approved when all required signatures have been obtained.

Selection of applicants will be based upon availability of funds, benefit of training to the Superior Court, and benefit of training to the employee.

**REIMBURSEMENT**

Reimbursement will be based on tuition and related fees at approved institutions. Books, parking fees, and transportation costs will be the responsibility of the employee.

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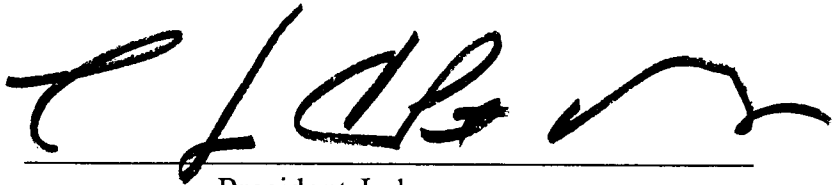
Reimbursement will be made for approved courses only. The employee must show evidence of satisfactory completion of the course(s) by submitting a copy of the grade report transcript, or suitable documentation. Evidence must also be submitted to show that the employee has paid the institution or agency all fees due for the course.

Any employee receiving educational assistance from sources other than the Superior Court shall receive reimbursement for only that portion of actual expenses exceeding the amount of assistance received. Sources of other assistance and amount received shall be indicated on the Educational Assistance Application.

A completed Personal Reimbursement Form with evidence of satisfactory completion, evidence of payment of all fees, and approved Educational Assistance Application shall be submitted to the Fiscal Administrative Officer for processing within 30 working days of completion of the course.

Any employee who leaves the employment of the State of Delaware within six months following the date of satisfactory completion of the course shall return the full amount of the reimbursement to the Superior Court. The Superior Court reserves the right to deduct any disputed monies from the employee's final paycheck.

A grade of "B" will be the minimum acceptable for satisfactory completion.

A handwritten signature in black ink, appearing to be 'T. L. B.', written over a horizontal line.

President Judge

cc: Prothonotaries  
xc: Superior Court Judges  
Court Administrator  
File